

PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
27 September 1988 - 04 October 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

STAT A. The Office of Logistics, Printing and Photography Group (OL/P&PG) continues to receive [] Maps. Last week three additional maps were received. At the present time, 25 maps are either completed or are in the production cycle. There are a total of 45 maps to be completed by 30 October 1988. []

STAT B. The final proof of the Handbook of Economic Statistics, 1988 which is being produced for the Director of Intelligence, Current Production and Analytical Support (CPAS), has been returned to the Office of Logistics, Printing and Photography Group (OL/P&PG) with minor corrections and is expected to be out of press by the middle of next week. After printing, an outside binding company will collate and bind this book to meet the customers late October delivery requirement. []

STAT C. On Friday, 30 September, the Office of Logistics, Printing and Photography Group (OL/P&PG) received the Career Trainee Bio Book for Class #97, dated September 1988. This book contains 58 photos and bios of class attendees. A final proof is expected sometime during the week of 3 October. Final printing will consist of a total of 60 books. []

STAT D. Renovations to the Office of Logistics, Printing and Photography Group (OL/P&PG) office area in the main plant are well underway. Demolition for the phase one area is nearly complete and construction in the same area has begun. Canteen corporation is scheduled to meet with P&PG to arrange for the relocation of vending machines in the snackbar area which is also included in the renovation plans. []

E. The Office of Logistics, Printing and Photography Group (OL/P&PG) has collected over 500 copier meter readings, through the use of bar code readers, and successfully loaded these readings into the Agency Copier Management System's database. [REDACTED]

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[REDACTED] This new process of collecting meter readings has already proven to be a valuable improvement to the Agency Copier Management Program (ACMP). The ACMP has placed 45 new copiers during the last week and has held two key operator training sessions for the personnel using the new copiers. [REDACTED]

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G. On 27 September, a priority request was received by the Office of Logistics, Printing and Photography Group (OL/P&PG) from a representative of the Directorate of Operations (DO) requesting videotape editing assistance on the 1988 "Address to the DO," which was given by the Deputy Director for Operations (DDO) on 21 September in the Auditorium. P&PG personnel met with representatives of the Near East Division, DO, on Thursday, 29 September to discuss editing of this tape which is now in production with a requested due date of 6 October. Upon acceptance of the edited product, the DDO will decide if copies will be required for dissemination. [REDACTED]

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*ED.
I'd like
to
review
the video*

H. The Office of Logistics, Printing and Photography Group (OL/P&PG) has received a job containing 43 rolls of Kodak T-Max film from the [REDACTED] This newly developed, commercial black and white film requires custom manual processing. The industry is divided concerning the advantages of this film as compared to older films on the market, particularly in the area of automated processing and processing time. P&PG is attempting to inform Agency customers of the pros and cons of this film and the impact upon the Micrographics/Black and White Section.

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*How much
longer to process
over that that can
be run through
automated process.*

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see info P&PG

I. The Office of Logistics, Printing and Photography Group (OL/P&PG) participated in the Agency's Family Day activities on 1 October 1988. Approximately 540 visitors toured the P&PG facility. In addition, P&PG provided support to many Agency offices who were also participating in Family Day activities. [redacted]

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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